

## ADDENDUM

<b>Position Title:</b> SR. ADMINISTRATIVE ASSISTANT	<b>Class Code:</b>	<b>Position Level:</b> 8
<b>Department:</b> County Administrator		

ADDITIONAL KEY RESPONSIBILITIES
1. Assist with the organization and distribution of the monthly BOCC agenda. 2. Acts as personal secretary/administrative aide to the Supervisor. 3. Maintain and update approximately 40 Boards/Committees memberships and advise of expiration dates.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_